

AVIATION SAFETY PROGRAM STANDARDIZATION VISIT

UNIT _____ DATE _____

WKS-1 REPRESENTATIVE _____

PRECEPT: WKS-1 will conduct Aviation Safety Program Standardization visits of air stations to promote aviation safety. These visits are conducted to provide an outside evaluation of the unit's current safety program/climate and allow the headquarters staff the opportunity to share and garner flight safety officers' best practices. It also provides an avenue for the aviation safety staff to evaluate the level of support being provided to our customers. The requirements for a Coast Guard Aviation Safety Program can be found in the Safety and Environmental Health Manual M5100.47 and the Air Operations Manual M3710.1. Elements of Operational Risk Management are also contained in COMDTINST 3500.3.

- A. Aviation Safety Program Goals (M5100.47 ch. 2 par. B)
 - 1. The goal of the Aviation Safety Program is to improve and support the operational readiness of aviation units through a reduction in aviation mishaps. The G-WKS-1 representative will seek to validate these safety program elements at the unit level:
 - a. Commitment to Safety
 - b. Risk Management
 - c. Safety recommendation & hazard abatement program (such as mishap report recommendations, deployment after action reports, and other safety observations).
 - d. Safety information exchange & resource management (M5100.47 ch. 1 par. K)
- B. Unit Aviation Safety Program Organization (M5100.47 ch. 2 par. F-4)
 - 1. CO Responsibilities: Establish and implement a vigorous Aviation Safety Program.
 - 2. XO Responsibilities: Act as the chair of the unit Health and Safety Board and supervisor of the Safety Department Head.
 - 3. Flight Safety Officer (M5100.47 ch. 2 par. F-4.c)
 - a. CO's representative and advisor on all aviation safety matters.
 - b. Report to CO at least monthly on unit safety posture.
 - c. Member of unit safety and health committee.
 - d. Safety liaison w/support facility.
 - e. Disseminate (or supervise dissemination of) aviation safety material.
 - f. (Consider publication of) unit safety newsletter.
 - g. Manage unit safety incentive/suggestion program.
 - h. Coordinate and present aviation safety training.
 - (1) Periodic aviation equipment/clothing inspections
 - (2) Survival training for unit personnel
 - (3) Egress training
 - (4) Safety training for line personnel

- (5) Physiological training
- (6) Operational Hazard Training (M5100.47, ch. 2 par. H.4)
 - i. Submit to Command written Unit Aviation Safety Survey (at least annually).
 - j. Prepare, submit & report unit aviation mishap messages (M5100.47 ch. 2 par M-1 and Encl 5). Monitor and report to CO, progress of corrective actions.
 - k. Maintain unit safety records & mishap reports (trends, summary, etc).
 - l. Pre-mishap plan - establish, maintain, train and drill annually (M5100.47 ch. 2 par. H-1, ch. 3 par. E, and Encl 15).
 - m. Maintain & periodically inventory mishap investigation kit (M5100.47 Encl 16).
 - n. Recommend the composition of unit Permanent Aviation Mishap Analysis Board.
 - o. Maintain a mishap analysis study kit for members of the unit Permanent Aviation Mishap Analysis Board.
 - p. Provide annual training for unit Permanent Mishap Analysis Board.
 - q. Administer unit-level anonymous reporting program.
 - r. Member of units Flight Standards Board (at discretion of command).
 - s. Review, distribute and publicize information contained in safety supplements to aviation manuals.
 - t. Other functions as situations or the environment demands, to further the aviation safety program.
- 4. Permanent Mishap Board (M5100.47 ch. 2 par. F-4.d)
- 5. Deployed Flight Safety Officer (M5100.47 ch. 2 par. F-4.e)
 - a. Advise the senior aviator on all matters concerning aviation safety.
 - b. Prepare aviation safety mishap messages for review and release.
 - c. Ensure deployed unit has adequate pre-mishap and salvage plans.
 - d. Conduct aviation related safety training.
- 6. Flight Surgeon (M5100.47 ch. 2 par. F-4.f and M3710.E App A - D.8)
- 7. Senior Deployed Aviator (M5100.47 ch. 2 par. F-4.g)
- 8. Ground Safety Officer (M5100.47 ch. 2 par. F-4.h and M3710.E App A - D.5)
- 9. Salvage Officer (M5100.47 ch. 2 par. F-4.i and M3710.E App F – E.1)
- 10. Safety Petty Officer (M5100.47 ch. 2 par. F-4.j)
- C. Aviation Mishap Reporting (M5100.47 ch. 2 par. M)
- D. Pre-mishap and Salvage Plans (M5100.47 ch. 3 par. E, Encl 15, and M13020.1 ch.13 par. B)
- E. Other areas to review and discuss:
 - 1. Operational Risk Management (M5100.47 ch. 2 par. E, M3710.E ch. 1 par. E.3.f and COMDINST 3500.3)
 - 2. Aviation Safety Privilege (M5100.47 Encl (2) & (10), M3710.E ch.1 par. E.3.i)

3. Requests for Grounding (M3710.E ch 1 par. E.4)
4. Cockpit Resource Management (M5100.47 ch. 2 par. H.5 and M3710.E ch. 8 par. I.9)
5. Maintenance Resource Management (M5100.47 ch. 2 par. H.6)
6. Cockpit Voice and Flight Data Recorders (M5100.47 ch. 2 par. K and M3710.E App F-B.1)
7. Near Midair Collisions & Midair Collisions (M5100.47 ch. 2 par. L and M3710.E ch.4 par. F.2 and ch. 9 par. I.2)
8. Critical Incident Stress Debriefing (M3710.E App F-F)